	CDC UNIFIED PROCESS PROCESS GUIDE	
	ENTERPRISE ARCHITECTURE	

Purpose

The purpose of this document is to describe the Enterprise Architecture (EA) process as it applies to project teams by outlining the steps for completing the process.

Process Overview

As the CDC changes to meet the challenges of public health in the 21st century, the CDC's information technology (IT) systems and services must continuously change to support and advance the agency's business needs. Enterprise Architecture ensures that investments in information technology provide the greatest value to the CDC. Enterprise Architecture aligns information technology with the business mission, eliminates redundant systems and components, increases interoperability and promotes enterprise standards as the basis of an optimized future state. CDC Enterprise Architecture is an operational framework of architectural strategies, processes, best practices, and artifacts that promote the efficient and effective delivery of solutions to support and advance the agency's objectives and missions.
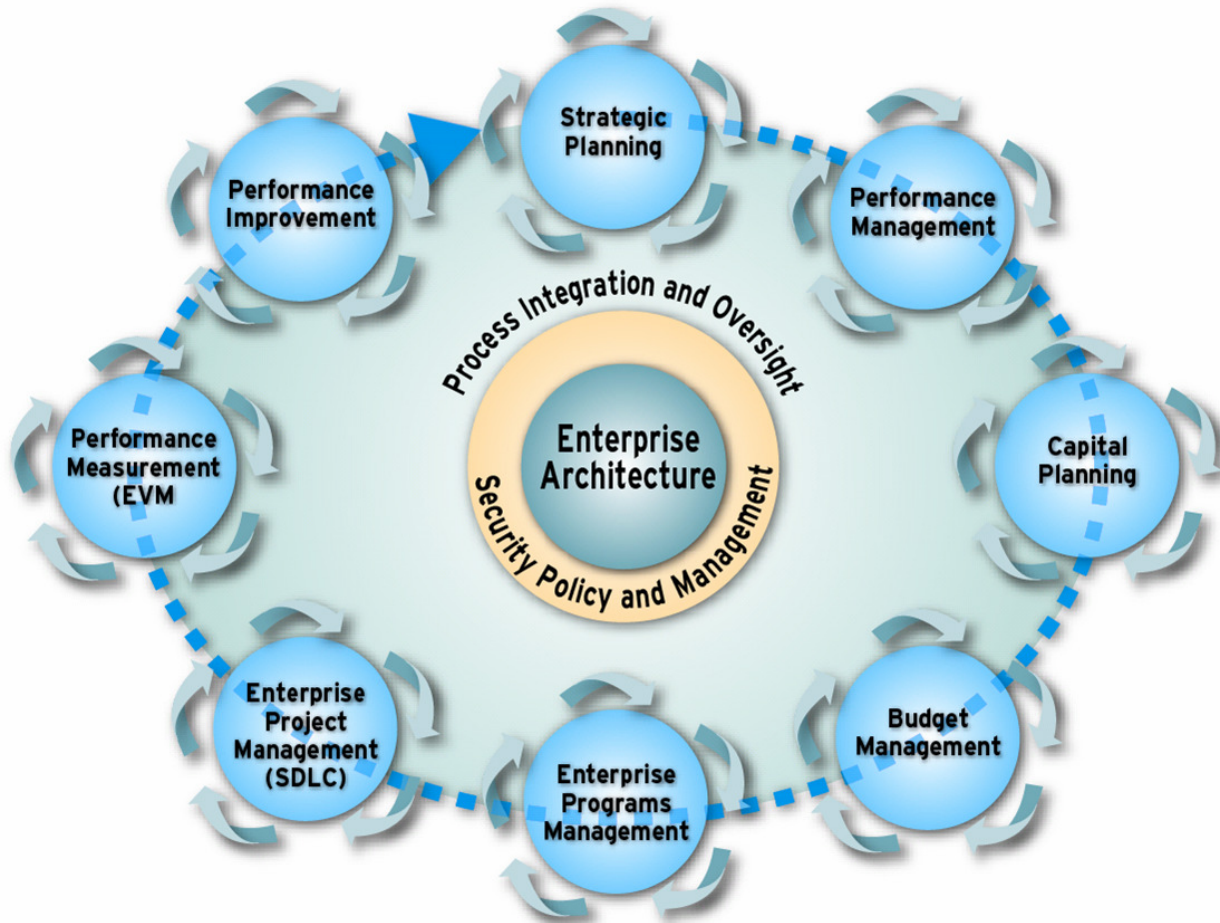
CDC Enterprise Architecture supports a number of Enterprise Performance Lifecycle processes as illustrated in the diagram below:

CDC Enterprise Architecture is mandated by the following:
- Clinger-Cohen Act of 1996
- E-Government Act of 2002
- OMB Circular A-130 Management of Federal Information Resources

More information about the CDC EA framework is available on the CDC EA website http://intranet.cdc.gov/ncphi/ea/ea_framework.html.

The CDC EA exists as a guide to help assure that:
- The project's systems and technologies directly support and advance the CDC's mission and objectives
- The project considers architectural constructs across and within CDC and partner systems that communicate processes, information, data, and system interrelationships.
- The project takes advantage of shared requirements, standards, data, technical specifications, reusable platforms, and components that promote interoperability, consistency, and rapid delivery of solutions.

The Enterprise Architecture Review process begins in the Initiating Phase of a project. The persons involved in authorizing the project should work with the EA Activity team to ensure the project aligns with EA.

This process guide provides guidance to ensure your project aligns with the agency's Enterprise Architecture. It is important prior to developing, purchasing or procuring information technology to ensure the project's information technology aligns with the Agency's Enterprise Architecture. A future process guide will be developed in reference to component sharing.

If completion of an Office of Management and Budget (OMB) Exhibit 300 is required, the project must include in that submission a description of how the investment is identified and supported in the HHS and CDC Target Enterprise Architecture and how the investment aligns with current Federal Enterprise Architecture models. The CPIC team and the Enterprise Architecture Activity (EA Activity) team are available to provide assistance.

Process Attributes

This section provides a list of process attributes to help project teams better understand the requirements necessary to comply with this process and to determine when and how they may impact their project.

PROCESS ATTRIBUTE	DESCRIPTION
Process Owner(s)	Mike Perry
Process Criteria	Enterprise Architecture is applicable to the following information technology processes: • Procurement • Purchases • IT Planning • Capital Planning and Investment Control (CPIC) • Technology Development and Project Planning (software, hardware, integration, etc.) Applies to all aspects of information technology (IT) at the CDC, including systems, infrastructure, products, and designs, developed internally and by outside contractors.
Timing of Process in Project Life Cycle	Initiating Phase, Planning Phase, and Executing Phase
Estimated Level of Effort	4 to 16 hours to complete the EA questionnaire

PROCESS ATTRIBUTE	DESCRIPTION
	1 to 2 hours to validate that your project's design aligns with EA. 4 to 20 hours for the waiver/exception process, if the project team opts to pursue that course of action. This includes the time required to petition the Enterprise Architecture Review Board (EARB) for a waiver/exception and receive their reply.
Associated Costs	No cost to project
Process Prerequisites	None
Process Dependencies	• Capital Planning and Investment Control Process Guide • Application Hosting Process Guide
Related Systems/Tools	None
Available Training	None
Additional Information	http://intranet.cdc.gov/ncphi/ea/

Contact List

This section provides a list of individuals and/or offices that are available to assist project team in answering questions regarding the content of this Process Guide and related topics. The information is correct as of this publication. However, due to the ever-changing nature of our work environment it is possible some information may be out of date.

NATIONAL CENTER	ROLE	NAME
Enterprise Architecture Team	EA Activity team contact	Albert Decker
Enterprise Architecture Team	EA Activity team contact	Loran Naugher

Key Terms

The CDC Unified Process Team maintains a comprehensive list of key terms and acronyms relevant to all Unified Process artifacts maintained on the CDC UP website. Follow the link below for definitions and acronyms related to this, and other, document.
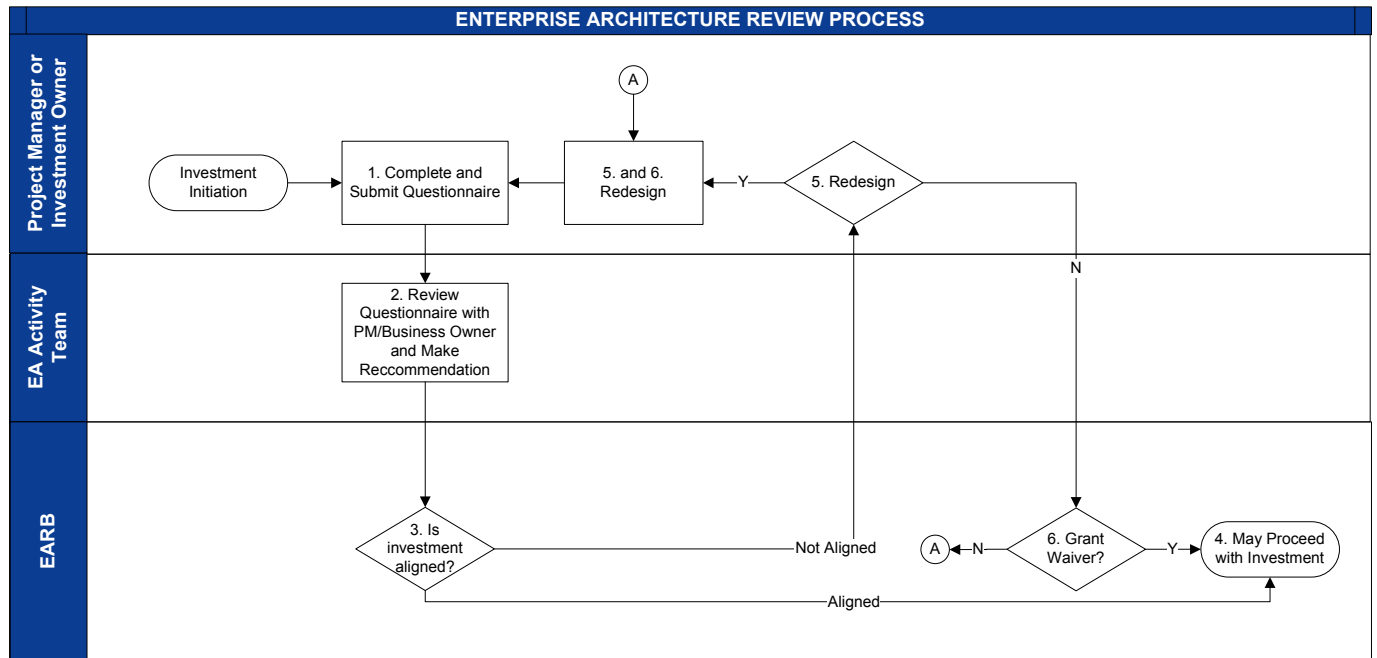http://www2.cdc.gov/cdcup/library/other/help.htm

Activities Checklist

This section provides a list of steps outlining the activities associated with complying with this process, who usually performs those activities, and a list of any related documents or tools that may assist in completing the activities.

ACTIVITY	RELATED DOCUMENTS/TOOLS	PERFORMED BY
1. When a Project Manager or Investment Owner identifies a need or an opportunity to develop, enhance, or acquire an information system, they need to ensure that the design concept for the system aligns with the Agency's enterprise architecture.		Project Manager or Investment Owner
Complete the Enterprise Architecture Investment Questionnaire and submit to the EA ACTIVITY for review. During the Initiating Phase, it is expected that answers will not be fully known. Complete as much detail as possible before submission. (Questionnaire is currently under revision, for further information please contact the Process Owner Mike Perry)	EA Architecture Investment Questionnaire	Project Manager or Investment Owner
2. The EA Activity team will schedule a meeting with you to review your questionnaire to determine whether the project aligns with the target Enterprise Architecture. After the review, the results will be forwarded to the EARB for approval.		EA Activity team and Project Manager or Investment Owner
3. EARB reviews of EA Activity team recommendation on project alignment with the Enterprise Architecture and issues findings		Project Manager
4. If the project's proposed concept aligns with the CDC EA, the project team can move forward with the proposed concept.		Project Manager
5. If the project's proposed concept does not align with the CDC EA, then either the design concept needs to be revised to align with the CDC EA or the Project Manager or Investment Owner may request a Waiver/Exception by contacting the EA Activity team.		Project Manager or Investment Owner
6. The waiver is reviewed by the EARB and is either approved or denied. If denied, the project concept needs to be revised to align with the CDC EA.		Project Manager or Investment Owner

Process Flowchart

This section provides a pictorial view of steps outlining the activities associated with complying with this process and who usually performs those activities.

ENTERPRISE ARCHITECTURE REVIEW PROCESS

If resolution cannot be reached via this process, a waiver may be obtained from the ITIRB, in accordance with the CDC Enterprise Architecture policy.